

Schedule 13
Change Request for FY 08-09 Budget Request Cycle

Request Title: Decision Item FY 08-09 ☐ Base Reduction Item FY 08-09 ☒ Supplemental FY 07-08 ☐ Budget Request Amendment FY 08-09 ☒
 Department: CSP II Activation Team
 Priority Number: Department of Corrections
 BA # 2

Dept. Approval by: *Aristedes W. Zayas*
 OSPB Approval: *[Signature]*
 Date: 01/23/08
 Date: 01/23/08

	1	2	3	4	5	6	7	8	9	10
	Prior-Year Actual FY 06-07	Appropriation FY 07-08	Supplemental Request FY 07-08	Total Revised Request FY 07-08	Base Request FY 08-09	Decision/ Base Reduction FY 08-09	November 1 Request FY 08-09	Budget Amendment FY 08-09	Total Revised Request FY 08-09	Change from Base (Column 5) FY 09-10
Total of All Line Items	Total 200,475,560 FTE 3239.7 GF 200,426,574 GFE 0 CF 0 CFE 48,986 FF 0	193,467,620 3479.9 193,275,793 0 4,960 186,867 0	0 0.0 0 0 0 0 0	193,467,620 3479.9 193,275,793 0 4,960 186,867 0	199,364,720 3483.3 199,172,893 0 4,960 186,867 0	0 0.0 0 0 0 0 0	199,364,720 3483.3 199,172,893 0 4,960 186,867 0	418,619 7.2 418,619 0 0 0 0	199,775,903 3490.5 199,584,076 0 4,960 186,867 0	467,660 7.8 467,660 0 0 0 0
(1) Management	Total 0 FTE 0.0 GF 0 GFE 0 CF 0 CFE 0 FF 0	3,627,912 0.0 3,512,492 0 0 115,420 0	0 0.0 0 0 0 0 0	3,627,912 0.0 3,512,492 0 0 115,420 0	3,625,276 0.0 3,509,856 0 0 115,420 0	0 0.0 0 0 0 0 0	3,625,276 0.0 3,509,856 0 0 115,420 0	5,564 0.0 5,564 0 0 0 0	3,630,840 0.0 3,515,420 0 0 115,420 0	6,081 0.0 6,081 0 0 0 0
(A) Executive Director's Office SAED	Total 0 FTE 0.0 GF 0 GFE 0 CF 0 CFE 0 FF 0	645,392 0.0 621,346 0 0 24,046 0	0 0.0 0 0 0 0 0	645,392 0.0 621,346 0 0 24,046 0	644,294 0.0 620,248 0 0 24,046 0	0 0.0 0 0 0 0 0	644,294 0.0 620,248 0 0 24,046 0	2,609 0.0 2,609 0 0 0 0	646,903 0.0 622,857 0 0 24,046 0	1,901 0.0 1,901 0 0 0 0
(1) Management	Total 0 FTE 0.0 GF 0 GFE 0 CF 0 CFE 0 FF 0	5,760,369 0.0 5,752,626 0 0 7,743 0	0 0.0 0 0 0 0 0	5,760,369 0.0 5,752,626 0 0 7,743 0	5,760,369 0.0 5,752,626 0 0 7,743 0	0 0.0 0 0 0 0 0	5,760,369 0.0 5,752,626 0 0 7,743 0	7,436 0.0 7,436 0 0 0 0	5,767,805 0.0 5,760,062 0 0 7,743 0	8,830 0.0 8,830 0 0 0 0
(A) Executive Director's Office SHIFT	Total 0 FTE 0.0 GF 0 GFE 0 CF 0 CFE 0 FF 0	0 0.0 0 0 0 0 0	0 0.0 0 0 0 0 0	0 0.0 0 0 0 0 0	0 0.0 0 0 0 0 0	0 0.0 0 0 0 0 0	0 0.0 0 0 0 0 0	0 0.0 0 0 0 0 0	0 0.0 0 0 0 0 0	0 0.0 0 0 0 0 0

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Department: CSP II Activation Team

Priority Number: Department of Corrections

BA # 2

Dept. Approval by: Aristedes W. Zavaras

Date: 01/23/08

OSPB Approval:

Date: 01/23/08

	1	2	3	4	5	6	7	8	9	10
	Prior-Year Actual FY 06-07	Appropriation FY 07-08	Supplemental Request FY 07-08	Total Revised Request FY 07-08	Base Request FY 08-09	Decision/ Base Reduction FY 08-09	November 1 Request FY 08-09	Budget Amendment FY 08-09	Total Revised Request FY 08-09	Change from Base (Column 5) FY 09-10
(1) Management										
(C) Inspector General										
Operating Expenses										
Total	253,065	278,133	0	278,133	277,858	0.0	277,858	195	278,053	195
FTE	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
GF	253,065	273,173	0	273,173	272,898	0	272,898	195	273,093	195
GFE	0	0	0	0	0	0	0	0	0	0
CF	0	4,960	0	4,960	4,960	0	4,960	0	4,960	0
CFE	0	0	0	0	0	0	0	0	0	0
FF	0	0	0	0	0	0	0	0	0	0
(2) Institutions										
(B) Maintenance										
Personal Services										
Total	18,528,497	17,515,816	0	17,515,816	18,190,933	0.0	18,190,933	67,481	18,258,414	74,069
FTE	278.8	308.4	0.0	308.4	308.9	0.0	308.9	0.9	309.8	1.0
GF	18,528,497	17,515,816	0	17,515,816	18,190,933	0	18,190,933	67,481	18,258,414	74,069
GFE	0	0	0	0	0	0	0	0	0	0
CF	0	0	0	0	0	0	0	0	0	0
CFE	0	0	0	0	0	0	0	0	0	0
FF	0	0	0	0	0	0	0	0	0	0
(2) Institutions										
(B) Maintenance										
Operating Expenses										
Total	4,315,499	4,891,212	0	4,891,212	4,913,028	0.0	4,913,028	4,100	4,917,128	11,300
FTE	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
GF	4,315,499	4,891,212	0	4,891,212	4,913,028	0	4,913,028	4,100	4,917,128	11,300
GFE	0	0	0	0	0	0	0	0	0	0
CF	0	0	0	0	0	0	0	0	0	0
CFE	0	0	0	0	0	0	0	0	0	0
FF	0	0	0	0	0	0	0	0	0	0
(2) Institutions										
(C) Housing										
Personal Services										
Total	156,996,448	146,508,277	0	146,508,277	151,407,811	0.0	151,407,811	194,431	151,602,242	213,547
FTE	2793.9	3000.3	0.0	3000.3	3003.2	0.0	3003.2	4.5	3007.7	4.8
GF	156,996,448	146,508,277	0	146,508,277	151,407,811	0	151,407,811	194,431	151,602,242	213,547
GFE	0	0	0	0	0	0	0	0	0	0
CF	0	0	0	0	0	0	0	0	0	0
CFE	0	0	0	0	0	0	0	0	0	0
FF	0	0	0	0	0	0	0	0	0	0

Schedule 13 Change Request for FY 08-09 Budget Request Cycle

Request Title: Decision Item FY 08-09 ☐ Base Reduction Item FY 08-09 ☐ Supplemental FY 07-08 ☐ Budget Request Amendment FY 08-09 ☒

Department: CSP II Activation Team

Priority Number: Department of Corrections

Dept. Approval by: Aristedes W. Zavaras

OSPSP Approval:

Date: 01/23/08

Date: 01/23/08

	1	2	3	4	5	6	7	8	9	10
	Prior-Year Actual FY 06-07	Appropriation FY 07-08	Supplemental Request FY 07-08	Total Revised Request FY 07-08	Base Request FY 08-09	Decision/ Base Reduction FY 08-09	November 1 Request FY 08-09	Budget Amendment FY 08-09	Total Revised Request FY 08-09	Change from Base (Column 5) FY 09-10
(2) Institutions										
(C) Housing	1,656,758	1,817,864	0	1,817,864	1,837,988	0.0	1,837,988	4,478	1,842,466	4,478
Operating Expenses	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	1,656,758	1,817,864	0	1,817,864	1,837,988	0	1,837,988	4,478	1,842,466	4,478
	0	0	0	0	0	0	0	0	0	0
	0	0	0	0	0	0	0	0	0	0
	0	0	0	0	0	0	0	0	0	0
	0	0	0	0	0	0	0	0	0	0
(2) Institutions										
(G) Superintendent	10,553,440	9,839,058	0	9,839,058	10,182,176	0.0	10,182,176	118,771	10,300,947	130,365
Personal Services	167.0	171.2	0.0	171.2	171.2	0.0	171.2	1.8	173.0	2.0
	10,553,440	9,839,058	0	9,839,058	10,182,176	0	10,182,176	118,771	10,300,947	130,365
	0	0	0	0	0	0	0	0	0	0
	0	0	0	0	0	0	0	0	0	0
	0	0	0	0	0	0	0	0	0	0
	0	0	0	0	0	0	0	0	0	0
(2) Institutions										
(G) Superintendent	2,988,498	3,235,829	0	3,235,829	3,260,589	0	3,260,589	2,920	3,263,509	2,920
Operating Expenses	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	2,988,498	3,235,829	0	3,235,829	3,260,589	0	3,260,589	2,920	3,263,509	2,920
	0	0	0	0	0	0	0	0	0	0
	0	0	0	0	0	0	0	0	0	0
	0	0	0	0	0	0	0	0	0	0
	0	0	0	0	0	0	0	0	0	0
(2) Institutions										
(G) Superintendent	1,017,500	167,894	0	167,894	0	0.0	0	2,492	2,492	0
Start Up	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	1,017,500	167,894	0	167,894	0	0	0	2,492	2,492	0
	0	0	0	0	0	0	0	0	0	0
	0	0	0	0	0	0	0	0	0	0
	0	0	0	0	0	0	0	0	0	0
	0	0	0	0	0	0	0	0	0	0

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Department: CSP II Activation Team
Priority Number: Department of Corrections
BA # 2

Dept. Approval by: Aristedes W. Zavaras
OSP Approval:

Date: 01/23/08
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	Prior-Year Actual FY 06-07	Appropriation FY 07-08	Supplemental Request FY 07-08	Total Revised Request FY 07-08	Base Request FY 08-09	Decision/ Base Reduction FY 08-09	November 1 Request FY 08-09	Budget Amendment FY 08-09	Total Revised Request FY 08-09	Change from Base (Column 5) FY 09-10
(3) Support Services (D) Communications Operating Expenses	Total	1,362,265	0	1,466,240	1,467,125		1,467,125	3,510	1,470,635	3,510
	FTE	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	GF	1,362,265	0	1,466,240	1,467,125	0	1,467,125	3,510	1,470,635	3,510
	GFE	0	0	0	0	0	0	0	0	0
	CF	0	0	0	0	0	0	0	0	0
(3) Support Services (E) Transportation Vehicle Lease Payments	CFE	0	0	0	0	0	0	0	0	0
	FF	0	0	0	0	0	0	0	0	0
	Total	1,614,159	0	1,835,752	1,917,710		1,917,710	2,916	1,920,626	8,748
	FTE	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	GF	1,565,173	0	1,788,351	1,870,309	0	1,870,309	2,916	1,873,225	8,748
(3) Support Services (F) Training Operating Expenses	GFE	0	0	0	0	0	0	0	0	0
	CF	0	0	0	0	0	0	0	0	0
	CFE	48,986	0	47,401	47,401	0	47,401	0	47,401	0
	FF	0	0	0	0	0	0	0	0	0
	Total	275,050	0	277,376	277,374		277,374	156	277,530	156
(3) Support Services (G) Information Systems Operating Expenses	FTE	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	GF	275,050	0	277,376	277,374	0	277,374	156	277,530	156
	GFE	0	0	0	0	0	0	0	0	0
	CF	0	0	0	0	0	0	0	0	0
	CFE	0	0	0	0	0	0	0	0	0
(3) Support Services (G) Information Systems Operating Expenses	FF	0	0	0	0	0	0	0	0	0
	Total	914,381	0	1,360,865	1,362,558		1,362,558	1,560	1,364,118	1,560
	FTE	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	GF	914,381	0	1,360,865	1,362,558	0	1,362,558	1,560	1,364,118	1,560
	GFE	0	0	0	0	0	0	0	0	0
(3) Support Services (G) Information Systems Operating Expenses	CF	0	0	0	0	0	0	0	0	0
	CFE	0	0	0	0	0	0	0	0	0
	FF	0	0	0	0	0	0	0	0	0
	Total	914,381	0	1,360,865	1,362,558		1,362,558	1,560	1,364,118	1,560
	FTE	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0

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Request Title: ☐ Decision Item FY 08-09 ☐ Base Reduction Item FY 08-09 ☐ Supplemental FY 07-08 ☐ Budget Request Amendment FY 08-09 ☒

Department: CSP II Activation Team
 Department of Corrections
 Priority Number: BA # 2

Dept. Approval by: Aristedes W. Zavaras
 OSPB Approval: Date: 01/23/08
 Date: 01/23/08

1	2	3	4	5	6	7	8	9	10
Prior-Year Actual FY 06-07	Appropriation FY 07-08	Supplemental Request FY 07-08	Total Revised Request FY 07-08	Base Request FY 08-09	Decision/ Base Reduction FY 08-09	November 1 Request FY 08-09	Budget Amendment FY 08-09	Total Revised Request FY 08-09	Change from Base (Column 5) FY 09-10
Fund									

Letternote revised text:

Cash Fund name/number, Federal Fund Grant name:

IT Request: Yes ☐ No ☒

Request Affects Other Departments: Yes ☒ No ☐

If Yes, List Other Departments Here:

Dept of Personnel and Administration - Fleet Mgmt.

CHANGE REQUEST for FY 08-09 BUDGET REQUEST CYCLE

Department:	Corrections
Priority Number:	BA # 2
Change Request Title:	CSP II Activation Team

SELECT ONE (click on box):

- ☐ Decision Item FY 08-09
- ☐ Base Reduction Item FY 08-09
- ☐ Supplemental Request FY 07-08
- ☒ Budget Request Amendment FY 08-09

SELECT ONE (click on box):

Supplemental or Budget Request Amendment Criterion:

- ☐ Not a Supplemental or Budget Request Amendment
- ☐ An emergency
- ☐ A technical error which has a substantial effect on the operation of the program
- ☐ New data resulting in substantial changes in funding needs
- ☒ Unforeseen contingency such as a significant workload change

Short Summary of Request:

This Budget Amendment requests an increase in GF of \$418,619 and 7.2 FTE for FY 08-09 in personal services, operating, and start up, annualizing to 7.8 FTE and \$467,660 in FY 09-10 for an activation team for the Colorado State Penitentiary II (CSP II) construction/start-up.

Background and Appropriation History:

The Colorado Department of Corrections (DOC) was authorized under House Bill 03-1256 pursuant to Colorado Revised Statutes section 17-1-105 (2) to enter into a lease-purchase agreement for a high custody correctional facility.

A request for proposal for a financial advisor was completed in 2003, and the DOC contracted for an Architect/Engineer. Shortly thereafter, a lawsuit filed by the Colorado Criminal Justice Reform Coalition suspended work on the project. After numerous legal motions, appeals and findings, the Colorado Supreme Court issued a ruling in favor of the DOC. In FY 05-06 the Certificates of Participation (COP) were sold for \$121.4 million. Due to litigation and design delays plus substantial construction cost escalation,

the project was over budget. A Capital Construction request was revised and submitted at \$164.3M (an increase of \$42.9M).

The 2003 Architectural Program Plan established a scope, budget, proposed staffing pattern, and schedule for this project with an original occupancy date of November, 2006. Due to delays, occupancy is now scheduled for January, 2010. The Department desires to accelerate a small portion of the staffing, and hire an activation team in FY 08-09 to assist in various construction and transitional start-up issues.

Activation Teams are usually scheduled to be hired 18 to 24 months ahead of project completion. The project postponements and changes experienced with CSP II delayed a final planning process for the hiring of the activation team. Each facility has specific requirements and issues during construction. The Department Executive Staff usually determines when timing is most beneficial for the State to have an activation team on site for planning, completion, and occupancy dependent upon the project complexity. Historically, the Warden, Program Assistant, and Physical Plant Manager have been appointed as early as 3 years to 18 months prior to opening of a newly constructed facility. The activation team for CSP II is needed as early as possible to be involved in the construction, completion, and occupancy of the facility. Activation teams have been used in the following projects:

- Fort Lyon Correctional Facility (FLCF) – the team was in place approximately 18 months prior to opening.
- Trinidad Correctional Facility (TCF) - the team was in place approximately 2 years prior to opening.
- Sterling Correctional Facility (SCF) - the Warden was appointed during the design phase, which was approximately 3 years prior to opening. Additional staff was hired approximately 18 months prior to opening.

- Colorado State Penitentiary (CSP) - the Warden and additional staff were appointed for a period of 14-20 months prior to opening.
- Denver Reception Diagnostic Center (DRDC) - the Warden was appointed approximately 18 months prior to opening, with additional staff appointed 6-8 months later.
- Limon Correctional Facility (LCF) - the Warden and PA I were appointed approximately 18 months prior to opening. The Physical Plant Manager, Security Manager and Programs Managers were appointed approximately 10-12 months prior to opening.

General Description of Request:

The Department requests a total of 7.2 FTE in FY 08-09 for a Warden, Physical Plant Manager, Security Staff (4.5 FTE), and a Program Assistant I in conjunction with the CSP II construction project, annualizing to 7.8 FTE in FY 09-10. These positions would provide assistance with building/perimeter access and provide knowledgeable, seasoned staff in the construction and opening of the facility. The Warden and Physical Plant Manager are key components in the construction phase, start-up, and transition from a construction project to a fully functioning correctional facility. The security staff are needed to operate the checkpoint post of the construction area to facilitate inflow and outflow of construction teams, contractors, department staff, and visitors. Each of these positions will continue in traditional roles upon opening of the facility. The positions are part of the Architectural Program Plan staffing pattern.

The requested staff have a direct and integral pre-planning and implementation role during the construction and activation phase of the project. The identified staff members are instrumental in his or her respective field in the transition process.

Warden: (0.9 FTE annualizing to 1.0) This position will have authority to act on behalf of the Director of Prisons and/or Assistant Director of Prisons. This position will have direct supervision of the activation team, who will assist with the management and coordination of the construction site to ensure the Department's and State of Colorado's

interests are supported and maintained. This is a critical position within the activation team. With a major construction site intruding on a fully operational High Security Facility (Colorado State Penitentiary I), the Warden's position would have a dedicated focus to the major activities associated with the project timeline. The position would develop preliminary resource lists needed during the transition process and act as a liaison with the community and other facilities in the area. Being proactive in choosing a start up team will alleviate potential security risks and therefore risks to the safety of the public, DOC staff, and other offenders.

Physical Plant Manager: (0.9 FTE annualizing to 1.0) The Physical Plant Manager should be included in earliest point possible of the construction of any large scale capitol project. Having the Physical Plant Manager on site early in the project provides for the facilities owner's representative. This will not only assist with quality control of construction processes but will protect the state from excessive change order conditions due to coordination issues. The Physical Plant Manager being included in the activation team early in the construction phase provides for the unique condition of an individual working with both the construction and security needs of the project. The concept is truly value added since the person assisting with the day to day construction, planning, start up and finally having the ongoing responsibility of continued operation once construction is complete has been included from the onset. The concept was successfully utilized with the construction of Sterling Correctional Facility. The facility was completed and opened within timeframes and allocated funds. The opening of Sterling Correctional Facility was without significant incident and was followed up with National American Correctional Association accreditation. Having the Physical Plant Manager on-site and working as full time owner's representative contributed significantly to Colorado Department of Corrections ability to manage State funds in the most prudent way.

Program Assistant I: (0.9 FTE annualizing to 1.0) This position will provide support in all areas of operation during the construction process and assist in the development of policies and procedures for the new facility, including the development of moveable equipment lists, tracking purchase orders, receiving reports, and budgets. In addition,

this position will work with Human Resources to create position descriptions for hiring staff and coordinating the activities of the activation team.

Correctional Officers – (4.5 FTE annualizing to 4.8) The requested staff will man one post 24 hours per day (with a relief factor), and will provide security coverage for the construction site and all construction access. Officers will staff a check point building, ensuring the safety and security of the complex as well as ensure strict accountability for the construction project access, tool control, and provide a mobile patrol.

As part of the historical operating costs to support the Department's infrastructure, additional operating funds are requested in the Inspector General Subprogram – Operating, Training Subprogram – Operating, and the Information Technology Subprogram – Operating appropriations. These operating costs fund on-going employee drug testing, training supplies for basic training, and costs for enterprise software licensing for the positions requested.

Consequences if Not Funded:

If this request is not funded, current staff will be tasked with these responsibilities. The Department has considered assigning the current management team of Colorado State Penitentiary (CSP) and Centennial Correctional Facility (CCF) the responsibility and oversight of this construction; however, this team is already tasked with managing two high security facilities. Adding the additional responsibility would not allow the efficient transition process needed to bring a new facility on-line and on time.

Calculations for Request:

Summary of Request FY 08-09	Total Funds	General Fund	Cash Funds	Cash Funds Exempt	Federal Funds	FTE
Total Request	\$418,619	\$418,619	\$0	\$0	\$0	7.2
(1A) Executive Director's Office – AED	\$5,564	\$5,564	\$0	\$0	\$0	0.0
(1A) Executive Director's Office – SAED	\$2,609	\$2,609	\$0	\$0	\$0	0.0
(1A) Executive Director's Office – SHIFT	\$7,436	\$7,436	\$0	\$0	\$0	0.0

STATE OF COLORADO FY 08-09 BUDGET REQUEST CYCLE: Department of Corrections

Summary of Request FY 08-09	Total Funds	General Fund	Cash Funds	Cash Funds Exempt	Federal Funds	FTE
(1C) Inspector General – Operating	\$195	\$195	\$0	\$0	\$0	0.0
(2B) Maintenance – Personal Services	\$67,481	\$67,481	\$0	\$0	\$0	0.9
(2B) Maintenance – Operating	\$4,100	\$4,100	\$0	\$0	\$0	0.0
(2C) Housing & Security – Personal Svcs	\$194,431	\$194,431	\$0	\$0	\$0	4.5
(2C) Housing and Security – Operating	\$4,478	\$4,478	\$0	\$0	\$0	0.0
(2G) Superintendents – Personal Svcs.	\$118,771	\$118,771	\$0	\$0	\$0	1.8
(2G) Superintendents – Operating	\$2,920	\$2,920	\$0	\$0	\$0	0.0
(2G) Superintendents – Start up	\$2,492	\$2,492	\$0	\$0	\$0	0.0
(3D) Communications – Operating	\$3,510	\$3,510	\$0	\$0	\$0	0.0
(3E) Transportation – Vehicle Lease	\$2,916	\$2,916	\$0	\$0	\$0	0.0
(3F) Training – Operating	\$156	\$156	\$0	\$0	\$0	0.0
(3G) Information Systems – Operating	\$1,560	\$1,560	\$0	\$0	\$0	0.0

Summary of Request FY 09-10	Total Funds	General Fund	Cash Funds	Cash Funds Exempt	Federal Funds	FTE
Total Request	\$467,660	\$467,660	\$0	\$0	\$0	7.8
(1A) Executive Director’s Office – AED	\$6,081	\$6,081	\$0	\$0	\$0	0.0
(1A) Executive Director's Office – SAED	\$1,901	\$1,901	\$0	\$0	\$0	0.0
(1A) Executive Director's Office – SHIFT	\$8,830	\$8,830	\$0	\$0	\$0	0.0
(1C) Inspector General – Operating	\$195	\$195	\$0	\$0	\$0	0.0
(2B) Maintenance – Personal Services	\$74,069	\$74,069	\$0	\$0	\$0	1.0
(2B) Maintenance – Operating	\$11,300	\$11,300	\$0	\$0	\$0	0.0
(2C) Housing & Security – Personal Svcs	\$213,547	\$213,547	\$0	\$0	\$0	4.8
(2C) Housing and Security – Operating	\$4,478	\$4,478	\$0	\$0	\$0	0.0
(2G) Superintendents – Personal Svcs.	\$130,365	\$130,365	\$0	\$0	\$0	2.0
(2G) Superintendents – Operating	\$2,920	\$2,920	\$0	\$0	\$0	0.0
(3D) Communications – Operating	\$3,510	\$3,510	\$0	\$0	\$0	0.0

Summary of Request FY 09-10	Total Funds	General Fund	Cash Funds	Cash Funds Exempt	Federal Funds	FTE
(3E) Transportation – Vehicle Lease	\$8,748	\$8,748	\$0	\$0	\$0	0.0
(3F) Training – Operating	\$156	\$156	\$0	\$0	\$0	0.0
(3G) Information Systems – Operating	\$1,560	\$1,560	\$0	\$0	\$0	0.0

Assumptions for Calculations:

Position calculations are developed from current published State of Colorado compensation pay plans for FY08-09.

Personal services calculations assume positions are paid for 11 months for FY 08-09 and 12 months for FY 09-10.

- PERA calculated at .1015 of salary
- AED calculated at .0160 of salary
- SAED calculated at .0075 of salary (07-08) and .005 (08-09)
- Medicare calculated at .0145 of salary
- Shift was calculated at 7% for swing shift and 10% for graveyard at one officer each. Then the calculated totals were multiplied at current funding of 80%.
- HLD is not applicable.

Normal startup costs are included in the capital project line and are not applicable. Specialized job requirements necessitate the purchase of uniforms, badges, ear and eye protection, flashlights, and search gloves. All startup costs are requested in the Superintendent Start Up appropriation.

Blackberries provide multi-connectivity to a variety of communication platforms while away from desks, as the Warden and Physical Plant Manager can receive and send e-mail communications instantly, and connect to internet databases and search engines. The blackberries also serve as cell phones. The positions must have immediate communication access. Monthly charges are requested in Superintendent Operating.

Due to the same mobile needs, vehicles are requested for the Warden, Physical Plant Manager, and Security staff. The ability to move to various areas of the construction site, attend meetings, or be on-call for emergencies requires this transportation. Variable mileage costs are requested in Maintenance Operating, as the monthly billing is charged to this subprogram.

Vehicle Lease costs @ \$223 plus \$20 management fee per month per FTE (Warden, Physical Plant Manager, and Security. (3)
 4 months = \$972 FY 08-09 x 3 = \$2,916
 12 months = \$2,916 FY 09-10 x 3 = \$8,748

Impact on Other Government Agencies: Not Applicable

Cost Benefit Analysis:

Costs analyzed in the request were the estimated dollars for overtime to fill the security checkpoint post and the Program Assistant I position. The 4.5 FTE (annualizing to 4.8 FTE) are required to fill one post. Without the requested funding, current Officers and Program Assistants would have to be paid overtime.

Table 1 lists estimated salaries and benefits for the non-exempt positions and overtime was estimated based on the minimum salary and benefits for each position – multiplied at time and a half. The difference is the costs avoided by funding the request. The benefits for the exempt positions include a smooth transition and activation of the new facility and an invaluable knowledge of the physical plant of the facility.

TABLE 1: Cost of Request versus Payment of Overtime						
Position	Salary & Benefits FY 08-09	Overtime if not funded	Cost Avoidance	Salary & Benefits FY 09-10	Overtime if not funded	Cost Avoidance
Program Assist. I	\$37,529	\$56,294	\$18,765	\$41,098	\$61,647	\$20,549
CO I	\$206,118	\$309,177	\$103,059	\$226,535	\$339,803	\$113,268
TOTAL	\$243,647	\$365,471	\$121,824	\$267,633	\$401,450	\$133,817

Implementation Schedule:

Task	Month/Year
Write Position Description Questionnaires and Personnel Action Request	May, 2008
Open the Application Window to the Public	May, 2008
Close Application Window	May, 2008
Review, Interview, and Hire New Positions	June, 2008
Activation Team Begins	July, 2008
Internal Research/Planning Period	July, 2008 – September, 2008
On-Site Department Representation with Contractors	July, 2008 – January, 2010
Meetings with Public, Contractors, Other Facilities, and Other Interested Parties	July, 2008 – January, 2010
Develop Startup Operations Plan	July, 2008 – January, 2010
Evaluate Long-term Effects of Contractor Scope Changes	July, 2008 – January, 2010
Recommend Changes for Long-term Effects of Contractor Scope Changes	July, 2008 – January, 2010
Develop Moveable Equipment and Startup Equipment Lists	July, 2008 – January, 2010
Purchase Moveable Equipment and Startup Equipment	July, 2008 – January, 2010
Prepare and Install Moveable Equipment and Startup Equipment	July, 2008 – January, 2010
Test Internal Systems	July, 2008 – January, 2010
Develop Facility Policies and Regulations	July, 2008 – January, 2010
Develop Facility Procedures	July, 2008 – January, 2010
Develop Facility Emergency Plan	July, 2008 – January, 2010
Conduct Table Top Exercises	July, 2008 – January, 2010
Develop Staffing Template	July, 2008 – January, 2009
Develop Staffing Recruitment Phases with Human Resources	July, 2008 – January, 2009
Write Position Descriptions, Questionnaires, and Personnel Action Requests	January, 2009 – July, 2009
Open the Applications Window to the Public	July, 2009 – August, 2009
Close Applications Window	August, 2009 – November, 2009
Review, Interview, and Hire New Positions	August, 2009 – December, 2009
New Employees Begin	October, 2009 – December, 2009

Task	Month/Year
Facility Activation Date	January, 2010

Statutory and Federal Authority:

The statutes for the duties and powers of the Executive Director confer the authority to the Executive Director to manage, supervise, and control the correctional facilities within the State of Colorado and bestows authority to enter into agreements, contracts, and issue administrative warrants.

Article 1 Department of Corrections

Part 1 Corrections Administration

Section C.R.S. 17-1-103 (2006) Duties of the executive director.

1) The duties of the executive director shall be:

(a) To manage, supervise, and control the correctional institutions operated and supported by the state; to monitor and supervise the activities of private contract prisons; to manage and supervise the divisions, agencies, boards, and commissions that are or may be transferred to or established within the department by law or by the executive director pursuant to section [17-1-101](#) (2); to provide work and self-improvement opportunities; and to establish an environment that promotes habilitation for successful reentry into society;

(a.5) To develop policies and procedures governing the operation of the department;

(b) To supervise the business, fiscal, budget, personnel, and financial operations of the department and the institutions and activities under his or her control;

(c) In consultation with the division directors and the wardens, to develop a systematic building program providing for the projected, long-range needs of the institutions under his or her control;

Performance Measures:

1: Recidivism – Improve successful re-integration into the community with pro-social stabilization by offenders released from Colorado prisons by a reduction in the rate of recidivism by 1% per calendar year to 47.7% over 4 years.